

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Permit Parking Rules and Regulations

EFFECTIVE DATE: DRAFT

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BY: Division of Parking Services

I. PURPOSE

The purpose of these rules and regulations is to establish guidelines for permit parking zones established or modified after August 1, 2018. The goal of the permit program is to prioritize neighborhood parking, manage the demand for on-street parking created by commercial attractions, promote retail patronage, encourage the use of alternate forms of transportation, and limit congestion in and around permit parking zones.

II. AUTHORITY

- A. Pursuant to the authority granted under Section 2105.21 of the Columbus City Codes, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations apply only to permit parking zones established or modified after August 1, 2018, and supersede all previously promulgated rules and regulations for permit parking. All residential permit parking areas established prior to August 1, 2018, shall remain under the existing rules and regulations for residential district permit parking that were promulgated on January 22, 2016.

III. DEFINITIONS

The following words, terms, and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Application* means a form created by the Department.
- B. *Business Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that gives a business owner, manager, or employee permission to park legally, exempt of the posted restriction, within the designated permit parking zone
- C. *Department* means the City of Columbus Department of Public Service.
- D. *Director* means the Director of the Department of Public Service, or designee.
- E. *Division of Parking Services* means the division within the Department of Public Service that is responsible for the administration, operation, enforcement, and management of public parking.
- F. *Guest Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that gives a resident guest permission to park legally, exempt of the posted restriction, within the designated permit parking zone for a defined period of time.
- G. *License Plate Recognition (LPR) Camera* means a device installed upon a city of Columbus parking enforcement vehicle used to efficiently enforce parking restrictions by capturing an image of a vehicle and license plate.

- H. *Mobile Parking Application (App)* means a mobile payment platform, authorized by the City of Columbus, provided to customers to pay for parking.
- I. *Parking Services Personnel* means any employee or agent of the city of Columbus, Division of Parking Services.
- J. *Parking Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that allows that vehicle to park legally, exempt of the posted restriction, within the designated parking permit zone.
- K. *Parking Session* means a specific time duration in which parking has been paid for or validated via the mobile parking application authorized by the City of Columbus.
- L. *Permit Parking Zone* means an area within the city of Columbus established by the Department where parking is regulated and managed through the issuance of parking permits.

IV. PROCEDURE TO ESTABLISH, MODIFY, OR REMOVE PERMIT PARKING ZONES

A. Intake

- 1. A request to establish, modify, or remove a permit parking zone may be made by the appropriate area commission, civic association, business district, special improvement district, or initiated by the Division of Parking Services.

B. Outreach

- 1. Parking Services personnel shall meet with the appropriate area commission, civic association, business district, and/or special improvement district to document the need and potential impact of a permit parking zone.

C. Parking Study

- 1. Parking Services personnel shall initiate a parking study and consider the following criteria:
 - a. Land use makeup of the area to determine the zone boundary.
 - b. On-street parking occupancy rates (average occupancy greater than or equal to eighty percent (80%) would prompt additional steps in the process).
 - c. Percentage of legal spaces occupied by vehicles that are registered to addresses outside the study area (observed percentage above forty percent (40%) would prompt additional steps in the process, this is verified by reviewing vehicle registration data).
- 2. If Parking Services personnel determines, based on the parking study, the permit parking zone is merited, personnel shall work with the area commission, civic association, business districts, and special improvement districts to determine the optimal zone and restriction for the area.
 - a. Parking Services personnel will mail out letters to all addresses in the affected area notifying and soliciting feedback on the proposed changes to parking.

D. Permit Zones

- 1. Permit parking zones are determined by evaluating parking demand and land use makeup to draw boundaries that can easily be understood and

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efficiently enforced. The zone shall be as broad as possible so that parking pressures are not moved from one area to the next.

2. The Department shall install official parking restriction signs within a permit parking zone displaying the following information:
 - a. Time limits of the restriction (i.e. 2 hour parking);
 - b. Hours of the day of the restriction (i.e. 8am-4pm);
 - c. Days of the week the restriction is enforced (i.e. Saturday, Sunday and Holidays excluded);
 - d. Identification of the permit zone; and
 - e. Identify if the street is paid parking.
3. If changes are required to the boundaries of an existing permit parking zone, the Director shall notify, in writing, all existing permit holders and potential permit holders impacted by the change through electronic mail or the United States Postal Service.

E. Enforcement

1. Parking Services personnel shall enforce permit parking with LPR. LPR captures the license plate image when digitally marking a vehicle for movement, identifying permit holders, and vehicles that have paid for parking, where applicable.
2. Images captured by the LPR system will be purged nightly from the system unless a vehicle is issued a parking citation.
 - a. Images associated with a vehicle issued a parking citation will be attached to the citation as evidence of the parking infraction.
3. Plate images are only captured for parking enforcement purposes, and are not transmitted to any agency or organization.

F. Evaluation Period

1. The City will evaluate an existing permit parking zone at the request of the applicable area commission, civic association, business district, or special improvement district and may be initiated by the Division of Parking Services personnel. The following variable will be used to evaluate the success of a permit parking zone:
 - a. On-street parking occupancy;
 - b. Paid parking;
 - c. Unpaid, managed parking;
 - d. Permit utilization;
 - e. Resident permits;
 - f. Resident guest permits;
 - g. Business permits; and
 - h. Mobility utilization.
2. Any modifications to an existing permit parking zone will require notification to stakeholders and property owners

V. GENERAL RULES

A. Permit Parking General Rules

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1. Parking permits are provided by the City of Columbus as an ability for the permit holder to park in exemption of the posted parking restriction and does not entitle the parking permit holder to park illegally or in prohibition of other posted parking or traffic signage. Improper use of a parking permit may result in the revocation of the current parking permit and/or non-renewal of any future parking permits, as determined by the Department. The vehicle in violation may be subject to a parking citation and vehicle impoundment.
2. No parking permit shall be issued to a resident, business owner, or employee with unpaid City of Columbus parking tickets.
3. Parking permit applications and required documentation may be submitted online at <https://columbus.gov/publicservice/Parking> or at the Parking Violations Bureau, 2700 Impound Lot Road, Columbus, Ohio 43207. Renewals may be completed online, by United States postal mail, or at the Parking Violations Bureau.
4. A parking permit shall become null and void when a resident or business ceases to:
 - a. Reside or be located within the permit parking zone; or
 - b. Own property within the permit parking zone; or
 - c. Be a business owner or employee of a business within the permit parking zone.
5. If a permit holder changes vehicles, it is the responsibility of the permit holder to update vehicle information including the vehicle registration and license plate number. This can be done online at <https://columbus.gov/publicservice/Parking> or at the Parking Violations Bureau.

VI. PERMITTING

A. Resident Permitting

1. See *Table* for area specific eligibility requirements and fee structure.
2. Any resident that resides in a permit parking zone and meets all eligibility requirements may obtain a parking permit.
3. Applicants shall provide a copy, at a minimum, of the following information:
 - a. Name, home address, and valid email address;
 - b. Valid government photo ID;
 - c. Current motor vehicle registration that includes the year, make, and license plate number of the vehicle to be permitted; and
 - d. Proof of residency. Acceptable forms of residency shall include one of the following:
 1. Current lease or mortgage; or
 2. Current property tax bill (if property owner but resides elsewhere); or
 3. Current landline telephone, gas, water, or electric bill (mobile phone and cable bills will not be accepted).

B. Resident Guest Permitting

1. See *Table* for area specific eligibility requirements and fee structure.
2. Residents that have guest parking privileges are eligible for a maximum number of guest parking sessions per day at no cost.

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3. All guests will be required to utilize a mobile parking app or online portal to access guest parking privileges. Guests will proceed with a transaction via the mobile parking app and enter a validation code from the resident the guest is visiting to obtain validated parking privileges.
 4. Guest parking privileges are only valid in the permit parking zone the resident resides in.
 5. Guest parking is intended for guests only and shall not be used for vehicles registered to the permit holder or other parkers.
 6. Reselling guest parking privileges is strictly prohibited. Residents found guilty of reselling guest parking privileges shall have all permit privileges revoked.
 7. Resident guest privileges may be restricted in order to manage on-street parking demand and mitigate prohibited uses of guest parking privileges.
- C. Business Permitting
1. See *Table* for area specific eligibility requirements and fee structure.
 2. Businesses located in a permit parking zone must provide a copy of its business filing with the Secretary of State and a current building lease or proof of building ownership to be eligible for a parking permit. Proof of lease must indicate business as the primary lease holder.
 3. Applicants shall provide, at a minimum, the following information:
 - a. The name, address and valid email address of the business owner; and
 - b. Current building lease (primary) or proof of building ownership; and
 - c. Copy of its business filing with the Secretary of State; and
 - d. Valid government photo ID of the applicant.
 4. A business permit may have multiple license plates associated with it, however, no more than one (1) license plate/vehicle can park in the permit parking zone at any given time.
- D. Miscellaneous Permitting
1. Property Owners/Landlords
 - a. Upon verification of ownership, property owners that do not reside in a permit parking zone but own a property would be entitled to one (1) parking permit for the parking permit zone the property is located. No resident guest parking permits shall be granted. The cost of the permit would be the same as a resident permit with no guest parking privileges.
 2. Schools
 - a. Parking Services personnel will work directly with schools in the permit parking zones to identify parking needs for employees and guests. Fees will apply, however, limits may be waived based on specific needs.
 3. Churches
 - a. Parking Services personnel will work directly with churches in the permit parking zones to identify parking needs for employees and guests. Fees will apply, however, limits may be waived based on specific needs.
 4. Short Term Rentals
 - a. Properties utilizing Airbnb and bed and breakfast operations may choose to be classified as a resident or business, but may not be classified as both.

VII. REFUNDS, TRANSFERS, AND EXPIRATION

- A. Permit fees shall not be refunded.
- B. A parking permit is specific to a permit parking zone, and shall not be transferred to another permit zone, subsequent household, or business address occupant.
- C. Parking permits are annual permits and shall expire one (1) year after issuance with the exception of permits issued in in the following areas: B, D, F, H, J, K, L, M, NK, O, P, Q, R, S, U, and X. These permits shall be valid for one (1) year beginning August 1 and expire on July 31 of each year.

VIII. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION, AND TERMINATION

- A. The Department and the Columbus Division of Police shall have the authority to enforce the provisions of these Rules and Regulations.
- B. The Department or the Columbus Division of Police may temporarily suspend permit parking if the public right-of-way is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility.
- C. The use of a parking permit is subject to the enforcement of applicable local and state traffic, parking, general offenses, and right-of-way occupancy codes and regulations. Enforcement of these rules and regulations may include parking citation and/or impoundment, suspension, revocation, termination or denial of a parking permit.
- D. The Department may deny issuing a parking permit or revoke or suspend without refund any portion of any fees for a parking permit if:
 - 1. The permit holder fails to comply with the requirements of these rules and regulations or other applicable law;
 - 2. The permit holder makes a false statement of material fact on an application for a parking permit; or
 - 3. The permit holder misuses, duplicates, or transfers a parking permit.

IX. APPEALS

- A. The application for appeal shall be on a form provided by the Department, which shall contain the following information, at a minimum:
 - 1. The name, address telephone number, and email address of the applicant(s);
 - 2. The reason for the requested appeal; and
 - 3. Any other information requested by the Department for the purpose of processing and considering the application and under the requirements of these rules and regulations.
- B. The Department may request comments from the applicable area commission, civic association, business association, and/or special improvement district that represents the permit area or whose jurisdiction otherwise intersects with the permit area.
- C. The decision on an appeal by the Director shall be final.

BY ORDER:

JENNIFER GALLAGHER, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE

Table 1: Permit Eligibility and Fees for Specific Permit Parking Zones

Short North Permit Parking Permit Zones: A, B and C	
Resident Permitting	These requirements are based on the CURRENT PROPOSED PLAN (as of 4.4.18 Community Meeting)
Eligibility	<ul style="list-style-type: none"> - Single family homes and multifamily developments with less than four (4) units are eligible for two (2) annual permits per household. - Multifamily developments, built prior to January 1, 2005, with four (4) or more units and do not have a minimum of one (1) parking space per unit are eligible for one (1) annual permit per household.
Fees	<ul style="list-style-type: none"> - Residential permits with guest parking privileges shall pay an annual fee of one hundred dollars (\$100.00). - Residential permit without guest parking privileges shall pay an annual fee of twenty-five dollars (\$25.00).
Guest Permitting	
Eligibility	<ul style="list-style-type: none"> - All residents with active permit accounts and paid for guest parking privileges that reside in a single family home or in properties with less than four (4) units are eligible for guest permitting. - Residents with active permit accounts that reside in properties with four (4) or more units are not eligible for guest permitting. - Business permits are not eligible for Guest permitting.
Limits per Day	<ul style="list-style-type: none"> - Residential permit holders with guest privileges are eligible for up to two (2) concurrent parking sessions per calendar day at no cost. - Any residential permit holder that requires more than two (2) concurrent parking sessions per calendar day will be required to utilize the same mobile parking app and pay market rate for parking. - Residential permit holders are eligible for up to three hundred (300) guest parking sessions annually.
Business Permitting	
Eligibility	<ul style="list-style-type: none"> - Each employer is eligible for up to two (2) annual business permits.

	<ul style="list-style-type: none"> - If the business is located in the zone closest to High Street, one (1) permit will be valid in that permit parking zone. The second permit will be valid in permit parking zone furthest from High Street. - If the business is located in the furthest zone from High Street, both permits will be valid in the permit parking zone furthest from High St. - If the Director determines that businesses may obtain more than two (2) permits without negatively impacting the neighborhood, businesses shall be notified by the Division of Parking Services.
Fees	<ul style="list-style-type: none"> - Businesses located in the inner zone shall pay an annual fee of one hundred dollars (\$100.00). - Businesses located in the outer zone shall pay an annual fee of fifty dollars (\$50.00).